

# ARIZONA DEPARTMENT OF PUBLIC SAFETY

## HUMAN RESOURCES BUREAU



**DAVID A. FELIX**  
INTERIM DIRECTOR

**DATE:** January 19, 2005


**TO:** DPS Cadet/Lateral Officer Applicants

**FROM:** Commander David Denlinger, Human Resources Bureau

**SUBJECT: CONTINUOUS TESTING FOR CADET/LATERAL OFFICERS**

The Department of Public Safety will offer testing in 2005 for the classifications of Cadet/Lateral Officer. Human Resources will be conducting examinations for the written, physical fitness and Qualifications Appraisal Board (QAB) portions of the hiring process. Please refer to the chart below for the testing dates. Applicants eligible for testing will receive an invitation with the location and time for the next scheduled test. If you have questions regarding the Cadet/Lateral Officer hiring process, please contact Human Resources at (602) 223-2290 or visit our website at [www.dps.state.az.us/hr](http://www.dps.state.az.us/hr).

Month	Written & PT (Date)	QAB (Dates)	Job Code - Cadet Officer Applicant	Job Code - AZ POST Certified Applicant
February (Phoenix)	15 Tuesday	16-17 Wednesday, Thursday	1100-01-05	1200-01-05
April (Phoenix)	12 Tuesday	13-14 Wednesday, Thursday	1100-02-05	1200-02-05
June (Northern Regional)	14 Tuesday	15-16 Wednesday, Thursday	1100-03-05	1200-03-05
August (Phoenix)	9 Tuesday	10-11 Wednesday, Thursday	1100-04-05	1200-04-05
October (Southern Regional)	25 Tuesday	26-27 Wednesday, Thursday	1100-05-05	1200-05-05
December (Phoenix)	6 Tuesday	7-8 Wednesday, Thursday	1100-06-05	1200-06-05



David Denlinger, Commander  
Human Resources Bureau



## JOB ANNOUNCEMENT

### CADET OFFICER/ ARIZONA HIGHWAY PATROL OFFICER

The Arizona Department of Public Safety (DPS) is accepting applications for Cadet Officer and Arizona Highway Patrol Officer. An applicant who meets the minimum qualifications, but is not currently an AZ POST Certified Officer, may apply for Cadet Officer. Additionally, an AZ POST Certified Officer who does not meet the minimum qualifications for Arizona Highway Patrol Officer may apply for Cadet Officer. The eligibility list established from this recruitment will be used to fill vacancies, depending on the hiring needs of the Department. Relocation may not be necessary.

**SUMMARY STATEMENT:** The Cadet Officer participates in an academy training program to learn the general duties of police work. Upon graduation from the academy, the Cadet Officer is promoted to Officer and attends the DPS Advanced Basic Training, which includes training on Department policies, practices and standards. Lateral applicants who meet the qualifications for an Arizona Highway Patrol Officer will also be required to attend the DPS Advanced Basic Training. An Officer is a fully certified law enforcement officer who, under supervision, patrols highways, enforces laws and ordinances, investigates collisions, and performs related duties. DPS officers are assigned to locations throughout Arizona.

**SALARY:** Cadet Officers earn an annual salary of \$34,974 while in training at the Pre-Academy and the Arizona Law Enforcement Academy (approximately 17 weeks). Upon graduation and certification, Cadets are promoted to Officer, with an annual salary of \$37,096. Certified Officers who laterally transfer to the agency will also receive the Officer annual salary of \$37,096. Progression through the Officer classification includes Officer (midpoint level) with a current salary of \$44,119 and Officer (maximum level) salary of \$51,772.

**MINIMUM QUALIFICATIONS:** Must (1) be a citizen of the United States, (2) possess a high school diploma or General Equivalency Diploma (GED), (3) be at least 21 years of age at the time of graduation from academy, and (4) possess a valid Arizona driver license by the starting date. **Those who wish to compete as a Certified Officer must additionally meet the following qualifications.** Must (5) possess an AZ POST Peace Officer Certification, (6) have served a probationary period and/or have been in a permanent position for a minimum of one year, and (7) have been employed as a police officer within the last 18 months. *Documented proof will be required for all qualifications listed.*

**SELECTION PROCESS:** The selection process includes the following steps: (1) application; (2) screening for minimum qualifications; (3) written examination; (4) physical fitness test; (5) Qualifications Appraisal Board; (6) polygraph examination; (7) background investigation; (8) psychological evaluation; (9) medical examination and (10) pre-employment drug testing.

**HOW TO APPLY:** The Preliminary Application form must be completed on both sides. Be sure to sign the application. Applicants may call DPS Human Resources at (602) 223-2290 to request the preliminary application package by mail. Preliminary applications are also available online at [www.dps.state.az.us/hr](http://www.dps.state.az.us/hr). The application forms must be submitted to **DPS Human Resources Bureau, PO Box 6638, Mail Drop 1100 Phoenix, Arizona 85005-6638**. It is the responsibility of the applicant to ensure the application is received by the Human Resources Section by the deadline. Please **DO NOT** return applications to any DPS office other than Headquarters.



## ARIZONA DEPARTMENT OF PUBLIC SAFETY

### CADET OFFICER/CERTIFIED OFFICER

### SELECTION PROCESS

**Note:** An applicant must pass each step of the process before moving on to the next step.

#### PHASE ONE

1. **WRITTEN EXAMINATION**

Must pass a 100 item multiple-choice test with a minimum score of 75%. Hand-held calculators are permitted. The examination covers perceptual ability, logic, reading comprehension, language skills, and numeric skills.

2. **PHYSICAL FITNESS TEST**

Pass/fail. See attached for minimum requirements.

3. **QUALIFICATIONS APPRAISAL BOARD (QAB)**

Must pass a performance test of problem-solving and interpersonal skills.

Applicants successfully completing the first three steps will be ranked in numeric order by combined written (40%) and QAB (60%) scores on an eligibility list. Applicants who are claiming preference points and provide the appropriate documentation (i.e., DD214, etc.) will have 5 points added to their final passing score. Candidates will be invited to proceed to the next phase of testing in the order of their rankings.

#### PHASE TWO

4. **POLYGRAPH EXAMINATION**

Must successfully complete a polygraph examination.

5. **BACKGROUND INVESTIGATION**

Must pass a background investigation, which includes a history of the applicant's driving, civil and criminal records, employment, and use of illegal substances.

6. **PSYCHOLOGICAL EVALUATION**

Must successfully complete a two-part evaluation, including a written examination and a personal interview with a psychologist.

7. **MEDICAL EXAMINATION**

Must successfully complete a medical examination.

8. **PREEMPLOYMENT DRUG TESTING**

# ARIZONA DEPARTMENT OF PUBLIC SAFETY

## HUMAN RESOURCES BUREAU

### SELECTION GUIDELINES



**NOTE TO THE APPLICANT: THE EXISTENCE OF ANY OF THE CONDITIONS LISTED BELOW MAY RESULT IN REJECTION FROM THE SELECTION PROCESS. THESE AREAS WILL BE EXPLORED DURING THE POLYGRAPH EXAMINATION.**

#### I. DRUG USAGE

##### A. MARIJUANA

Illegal use of marijuana more than 20 times total or more than five (5) times since the age of 21, or at any time within the past three (3) years.

##### B. DANGEROUS DRUGS/NARCOTICS/VAPOROUS SUBSTANCES

Illegal use of dangerous drugs, narcotics, or vaporous substances more than five (5) times total or more than one (1) time since the age of 21, or at any time within the past seven (7) years. Dangerous drugs and/or narcotics include hashish, cocaine/crack, amphetamines/barbiturates, anabolic steroids (since January 1, 1994), LSD/acid, PCP/angel dust, magic mushrooms, etc.

##### C. PEYOTE/MESCALINE

Illegal use of peyote or mescaline as described in Section I.B. above. (Exception: The use of peyote/mescaline is permitted if for bona fide religious ceremonies.)

##### D. HEROIN

Use of heroin at any time.

##### E. SALE, PRODUCTION, CULTIVATION, OR TRANSPORTATION FOR SALE OF ILLEGAL DRUGS

##### F. PATTERN OF ABUSE OF PRESCRIPTION DRUGS

#### II. THEFT OR MISAPPROPRIATION OF PROPERTY

- A. Any demonstrated pattern of habitual theft.
- B. Any theft while serving in a position of trust.

#### III. ACTS CONSTITUTING A FELONY

- A. The conviction of any act which would constitute a felony in the state of Arizona, regardless of the time element.
- B. The conviction of any act of domestic violence.

#### IV. FRAUD OR MISREPRESENTATION

- A. Any intentional attempt to practice any deception or fraud in:
  - 1. The employment application
  - 2. The various testing processes
- B. Failure to properly complete the application.

#### V. DRIVING RECORD

- A. More than one serious traffic violation (D.U.I., reckless driving, leaving the scene of an accident within the last 5 years.
- B. Any serious traffic violation (D.U.I., reckless driving, leaving the scene of an accident) within the past 3 years.
- C. Any recent demonstrated pattern of excessive traffic violations (for positions that require operation of a motor vehicle).

#### VI. CREDIT - Any demonstrated pattern of indebtedness over an extended period, which has resulted in repossessions or foreclosures or submission of bills to a collection agency (for position of Officer).



**ARIZONA DEPARTMENT OF PUBLIC SAFETY**  
**HUMAN RESOURCES BUREAU**  
**PRE-EMPLOYMENT PHYSICAL FITNESS TEST**

The test will consist of six events: Sit-ups, push-ups, 1.5 mile run, 300 meter run, agility run and vertical jump. Each event will be scored individually as a pass or fail. The applicant must successfully complete each testing event to continue in the physical fitness testing. These standards were effective May 1, 2003.

Minimum requirements for the physical fitness test will be based on the following requirements:

<b>FITNESS EVENT</b>	<b>REQUIREMENT</b>
1.5 mile run	16:00 (min:sec)
300 meter run	73.2 seconds
Push-ups	24 reps
Agility run	21.8 seconds
Vertical jump	12.8 inches
Sit-ups	28 reps

**1.5 MILE RUN** - Walking is permitted, however the applicant must complete the test within the time frame indicated.

**300 METER RUN** – The applicant must run 300 meters within the allotted time frame.

**PUSH-UPS** - The applicant will start with the palms of the hands on the floor, arms straight, legs and back straight. A monitor will place a fist on the floor below the applicant's chest. When told to begin, the applicant will bend the elbow, keeping the legs and back straight, until the chest touches the monitor's fist and then return to the starting position.

**AGILITY RUN** – The applicant begins in a prone position with hands on the start line. On the mark of "Go" the applicant quickly gets to their feet and sprints 30' to the end of the far cone. The applicant's foot must touch or go past the line and then they must return to the start line and turn around the first middle cone. The applicant serpentine the four middle cones up and back; then repeats the sprint to the far cone and back to the finish line.

**VERTICAL JUMP** – The applicant begins with a recording of the standing reach position. Standing with one or both feet on the mark, the applicant will jump as high as possible. The distances between the standing reach position and the jumping mark will be recorded. The applicant will have three attempts with the best attempt counting as the final score.

**SIT-UPS** - The applicant will start by lying on the ground on their back with knees bent and feet on the ground. Bring the shoulders forward until the elbows touch the knees and then return to the start position. This will continue as many times as possible for one minute. The applicant's hands must be placed behind the ears, not allowing the fingertips to break the plane.



## **ARIZONA DEPARTMENT OF PUBLIC SAFETY**

### **QUALIFICATIONS APPRAISAL BOARD (QAB) STUDY PLAN**

The Department of Public Safety is providing the following reference material for your use in preparation for the Oral Board Examination for the classifications of Cadet/Lateral/Reserve Officer. This material is not all-inclusive but represents a portion of the areas of knowledge being tested. You should attempt to use as many resources as possible to assist you in preparing for the selection process.

#### **History**

The first regional law enforcement effort in Arizona occurred in 1901 when the territorial governor organized the "Arizona Rangers." This small force made a strong impact on the rustling and smuggling problems of the time but was disbanded in 1909; three years before Arizona achieved statehood.

Twenty-two years later, because of concern regarding the growing number of accidents and unlicensed vehicles on its highways, the Arizona Highway Patrol was instituted as a branch of the Arizona Highway Department. The initial force in 1931 was limited to a superintendent, 14 patrolmen (one authorized for each county) and one desk sergeant.

In 1967, the governor's crime commission recommended creation of a department to "assemble state-level law enforcement activities into a single, effective government unit." Two years later, on July 1, 1969, the Arizona Department of Public Safety was officially established. It consolidated the functions and responsibilities of the Arizona Highway Patrol, the Enforcement Division of the Department of Liquor Licenses and Control, and the Narcotics Division of the Arizona Department of Law. Since 1969, the Department has been charged with additional responsibilities and has developed into a modern, comprehensive law enforcement agency.

In its 30-plus years of sustained progress and service, the Department has accepted many additional responsibilities and has become a multi-faceted organization dedicated to protecting and providing state-level law enforcement services to the public while developing and maintaining close partnerships with other agencies sharing similar missions.

The Department enforces state laws with primary responsibility in the areas of traffic, narcotics, organized crime/racketeering, liquor and specific regulatory functions. Operational and technical assistance is provided to local and state governmental agencies and other components of the criminal justice community; services include scientific analysis, aircraft support, emergency first care, criminal information systems and statewide communications.

The Department also promotes and enhances the quality of public safety through cooperative enforcement, intelligence gathering, training employees of law enforcement agencies, and increasing public awareness of criminal activities. DPS employs over 1900 employees working together to serve and support the interests of public safety throughout Arizona.

The Department consists of four divisions – Highway Patrol, Criminal Investigation, Agency Support and Criminal Justice Support. Together these four divisions provide an immense and extensive range of vital scientific, technical, operational and regulatory services to Arizona residents and to the state's criminal justice community. The Arizona Department of Public Safety, with state headquarters in Phoenix, has offices located in more than 30 communities within Arizona's 15 counties.

#### **Mission Statement**

To protect human life and property by enforcing state laws, deterring criminal activity, assuring highway and public safety, and providing vital scientific, technical, and operational support to other criminal justice agencies.

#### **Vision Statement**

To be a national model in providing ethical, effective, efficient and customer-oriented, state level law enforcement services.

## **Office of the Director**

The Director of the Arizona Department of Public Safety establishes the Department's goals, policies, procedures, and organizational structure. He directs and controls the activities of the Department and is responsible for accomplishing its mission.

The Director's Office consists of the executive officer, government liaison, legislative security, and media relations. The Director's Office also has the responsibility of investigating employee misconduct and preparing internal and external management audits. The Governor's Office of Highway Safety, the Arizona Peace Officer Standards and Training Board and the Law Enforcement Merit System Council are administratively supported by the Director's Office.

## **Agency Support Division**

The Agency Support Division focuses on maintaining and supporting current Department operations by providing crime victim services, basic and continuing training, management services promoting efficiency of government, contemporary research and planning, legal services, coordination of financial and human resource services, cost-effective facilities management and innovative logistical support.

## **Criminal Investigation Division**

The Criminal Investigation Division is committed to providing the highest quality investigative and specialized response services to the public and the criminal justice community. The Division is guided by three immutable values: honor, courage and commitment while fostering a supportive and empowered environment for our employees.

The Division provides statewide investigative, specialized enforcement and high-risk response support to federal, state and local criminal justice agencies. The Division conducts investigations regarding narcotic trafficking, organized crime, intelligence, vehicle theft, gangs, computer and financial crimes, as well as major crime investigations when requested by other criminal justice agencies. It also maintains and operates a state-of-the-art geographic information system (GIS) mapping center for the Department and makes data available to other agencies around the state.

## **Criminal Justice Support Division**

The Criminal Justice Support Division provides the telecommunication infrastructure to support public safety services for state, county and local governmental agencies and the Emergency Medical Services Communications (EMSCOM) System. The Division designs, develops, maintains and operates automated systems to support the enforcement, investigative and administrative functions of the Department. The Division issues Carry Concealed Weapon, Security Guard and Private Investigator credentials to qualified applicants. The Division also provides scientific analysis of evidence, technical crime scene assistance, secure storage of evidentiary items, training, and expert testimony to all criminal justice agencies in the state.

## **Highway Patrol Division**

The Highway Patrol Division ensures the safe and expeditious use of the highway transportation system for the public and to provide assistance to local and county law enforcement agencies. The Division additionally provides services and enforcement in commercial motor vehicle, tow truck, school bus enforcement and safety programs and is responsible for the air rescue and aviation services for the Department.

## **Highway Patrol Officer**

As an officer with the Arizona Department of Public Safety, your first assignment will be in the Highway Patrol Division. A Highway Patrol Officer patrols the roadways of the state providing protection to the public through diligent enforcement of all traffic laws and other statutes, and will render assistance to stranded motorists along Arizona's roadways.

Due to an emergency situation, collision or weather-related condition, an officer may be called upon to assist with traffic control to regulate the flow of vehicular traffic. An officer must use due care while directing traffic as to not cause a mishap or collision because of his actions.

While patrolling Arizona's roadways, an officer may happen along or be dispatched to an occasional traffic collision. The collision may involve nothing more than mere property damage or may be as serious to involve a fatality. Officers

are trained to investigate any type of collision even though the Highway Patrol Division has a specialized Vehicular Crimes Unit to assist an officer with the investigation. They also receive training to assist them in handling minor medical emergencies as a result of a collision or medical condition.

If a collision results in a fatality, an officer may be called upon to notify the relatives of the deceased. This is never a pleasant task, but an officer must be compassionate and sensitive while informing the relatives of this unfortunate incident.

In an effort to reduce collisions, an officer may be required to participate in driving under the influence (DUI) saturation patrols or checkpoints. These types of enforcement activities are beneficial in reducing the total number of collisions, as well as reducing the number of injuries and fatalities that are associated with alcohol related collisions.

Another proactive enforcement activity a Highway Patrol Officer may become involved with is violator directed patrol. This is an effective method to hamper such criminal activities as drug transportation, illegal alien travel, vehicle theft and the apprehension of fugitives of justice.

For a majority of the investigations an Officer conducts, whether criminal activity or collision, a comprehensive written report will need to be completed. This is imperative to assist in the recollection of the incident while the Officer testifies in court during a criminal or civil proceeding. If reports are not thorough and complete it may result in the lack of prosecution in a criminal matter or no judgment in a civil matter.

Last but not least, Highway Patrol Officers are role models for the communities they reside in and are continuously asked to speak to classes at a preschool, elementary school, junior high or middle school, or high school. Officers are also asked to deliver safety awareness talks to civic organizations and businesses. This is one of the most positive interactions an officer can have with the citizens of Arizona. This is the time an officer has to promote the Department as well as promoting public awareness involving safety concerns within their communities.

### **Additional Items to Assist You Throughout the Selection Process**

It will be beneficial for you to review the Department of Public Safety's website, [www.dps.state.az.us](http://www.dps.state.az.us). There may be additional information, which may help you throughout your testing with the Department.

You may want to ride-a-long with officers from the Department or other agencies. This is an invaluable resource for you to gain information into the responsibilities of an Officer. It is also required for you to ride-a-long with a DPS officer prior to gaining employment.



HR USE ONLY	
Input Date:	
Job Code:	
Analyst:	
Review Date:	
Meets MQ's:	

# **ARIZONA DEPARTMENT OF PUBLIC SAFETY**

P.O. Box 6638, MD 1100  
Phoenix, AZ 85005-6638  
Human Resources Bureau



## **PRELIMINARY APPLICATION**

- ☐ ARIZONA POST CERTIFIED POLICE OFFICER APPLICANT  
☐ CADET OFFICER APPLICANT

NAME:	SOCIAL SECURITY NUMBER:
ADDRESS:	PHONE NUMBER:
CITY, STATE:	ZIP CODE:
EMAIL ADDRESS:	HOW MUCH NOTICE WILL YOU NEED TO GIVE YOUR CURRENT EMPLOYER?
WHAT TIME OF DAY ARE YOU AVAILABLE TO TEST FOR THE POSITION YOU ARE APPLYING FOR?	

Name of the employee who referred you to DPS: \_\_\_\_\_

	YES or NO
Are you at least 21 years old? If not, list Date of Birth. _____	
Are you a citizen of the United States?	
Do you have a high school diploma or GED?	
Do you have, or will you be able to obtain, a valid Arizona driver license prior to beginning employment?	
Are you currently AZ POST certified?	
If yes, indicate date of certification, current agency and academy name (i.e., ALEA, NARTA, GCC). Date: _____ Agency: _____ Academy: _____	
How many years of patrol experience do you have working as a certified police officer? Years _____	
Have you applied with DPS in the past? Date(s): _____	
Have you fully answered the questions on page two (2) of this application?	
Do you meet the guidelines listed on the Selection Guidelines?	
The Arizona Department of Public Safety places officers in various locations throughout the state, depending on the needs of the Department. Are you willing to accept an assignment anywhere in Arizona?	
If you answered <b>NO</b> to the previous question, please list up to three general areas where you are willing to work (i.e., Phx. Metro Area, Santa Cruz County, etc.). _____	

I certify that all answers on this application are true and complete to the best of my knowledge. I understand that I will be required to provide proof of age, citizenship, and high school diploma or GED. I further understand that should an investigation disclose untruthful or misleading answers, my application will be rejected, my name removed from consideration, and/or my employment with the Arizona Department of Public Safety terminated.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# ILLEGAL USE OF DRUGS/CONTROLLED SUBSTANCES QUESTIONNAIRE

**(PLEASE COMPLETE ENTIRE PAGE)**

**NAME:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:**        -        -        -

TYPE OF DRUG	HAVE YOU EVER TRIED? YES or NO	IF "YES" HOW MANY TIMES?	HOW MANY TIMES AFTER AGE 21?	DATE FIRST USED	DATE LAST USED	HAVE YOU EVER SOLD, PRODUCED, OR TRANSPORTED FOR SALE? YES or NO
MARIJUANA						
HASHISH						
COCAINE/CRACK						
AMPHETAMINES						
METHAMPHETAMINES						
BARBITURATES						
HEROIN						
OPIUM						
MORPHINE						
LSD/ACID						
PCP/ACID						
PEYOTE						
MESCALINE						
MUSHROOMS						
STEROIDS						
VAPOROUS SUBSTANCES (Please list)						
ANY OTHER ILLEGAL DRUGS (Please list)						
ILLEGAL USE OF PRESCRIPTION DRUGS (Please list)						

*If you answered "YES" on any of the areas above, provide full explanation on the following page. Include, if applicable, the following:*

- a. How the drug was ingested or consumed*
- b. The duration of usage*
- c. The motivation for use*
- d. How the drug was obtained*
- e. Why you stopped using the drug*
- f. Any other factors you believe are relevant*

**ILLEGAL USE OF DRUGS/CONTROLLED SUBSTANCES QUESTIONNAIRE  
ATTACHMENT**

<b>NAME:</b>	<b>SOCIAL SECURITY NUMBER:</b> - -
<b>ADDRESS:</b>	<b>PHONE NUMBER:</b> ( ) -
<b>CITY, STATE,</b>	<b>ZIPCODE:</b>

[illegible]